

Reference Number:	400-12-DD
Title of Document:	Smoke-free Environment Policy
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Last Review Date:	May 5,2006 (No Revisions)
Date of Last Revision:	September 1, 1996
Applicability:	All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). **SCDDSN reserves the right to revise the contents of this policy, in whole or in part.**

PURPOSE:

The South Carolina Department of Disabilities and Special Needs' (DDSN) smoking policy is designed to foster the health and safety of all employees, individuals served, volunteers and visitors of the South Carolina Department of Disabilities and Special Needs. It is not intended to totally prohibit smoking on departmental property but restricts employee and guest smoking to outside areas and individuals served smoking to outside or designated areas in some dormitories.

Smoking poses a significant risk to the health of the smoker. American Cancer Society studies reflect that "smoking is the cause of about 30 percent of all cancers and is responsible for more than 83 percent of lung cancer cases." In sufficient concentrations, side-stream smoke can be annoying to nonsmokers in the work environment. The US Surgeon General in his 1986 report stated, "Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce; but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke." It may also be harmful to individuals with heart and respiratory diseases or allergies related to tobacco smoke. It is the policy of this agency to be supportive of healthy lifestyle choices for our employees and individuals served through education, working conditions, and promotion of preventive health services.

Policy

Smoking is prohibited in DDSN owned and operated buildings and vehicles, except individuals served who are 18 or older who may be permitted to smoke in the dormitory where they live provided the following conditions are met:

A. they refrain from smoking in front of individuals served who do not smoke; and

B. the individuals served smoke only in an area designated by the Facility Director that has a separate ventilation system.

Signs and receptacles for disposing of smoking materials will be available at the entrances to and within the buildings to remind and assist employees and guests to comply with this policy. Employees are permitted to smoke outside while on scheduled meal breaks or at other times when their job requires them to be outside the building when not in the presence of individuals served who are nonsmokers. Employees supervising individuals served who are smoking outside are permitted to smoke during the time the individuals served is smoking.

Smoking cessation programs will be made available to employees and individuals served who wish to participate. The classes will be held during normal working hours and employees will be allowed to attend on duty time. Costs for the classes will be borne by the agency.

Approval of Policy

This policy was approved by the South Carolina Mental Retardation Commission September 20, 1989.

Wayne D. Blanton
Director, Human Resources and Legal
Services
(Originator)

Stanley J. Butkus, Ph.D.
State Director
(Approved)